

RECORDS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Micrographics Program

FROM:

Chief, Non-Textual Records Section  
Information Technology Branch

EXTENSION

NO.

DATE

15 DEC 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Records Management Division

15 DEC 1981

E

2.

3. Director of Information Services

15 Dec AS

4.

5.

DD/OIS

12/21

BSC

Yvonne -

Retain only

memo - not the attachment.

AS

done/yc

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

15 December 1981

MEMORANDUM FOR: Director of Information Services  
VIA: Chief, Records Management Division *ETM*  
FROM:   
Chief, Non-Textual Records Section  
Information Technology Branch  
SUBJECT: Agency Micrographics Program

STAT

1. Per your request the following is in response to a memorandum prepared by  of the Printing and Photography Division (P&PD) of the Office of Logistics.

STAT

2.  memorandum contained several inaccurate statements and commented on other aspects of the Micrographics program on which he did not have completed information. Portions of the memorandum are extracted and comments provided.

STAT

a. "The Office of Information Science (OIS) currently has one GS-13 project officer to administer the micrographics program, as defined in the FPMR. No new initiatives have been started in the past year and a half."

(1) Since January 1981, OIS has had a GS-11 micrographics officer assigned to the Micrographics program.

(2) During the last year and a half, several new initiatives have been started. These number 12 approved micrographic projects. The approval forms for these projects were provided to  for review.

STAT

(3) A major micrographics conversion project was terminated during the last year. This was the Domestic Collection Division (DCD) file room conversion. This collection consisted of more than 1,000 linear feet of material that was approved for conversion to microfiche. P&PD could only photograph 2 boxes per week of this material. The growth rate of this collection was over 100 feet a year and the filming rate established by P&PD did not keep up with this growth rate. In addition, part-time file preparation personnel hired as a result of ISAS initiatives, but administered by P&PD, were constantly removed from the DCD project to service other priorities within P&PD.

b. "Review and approve new projects. (Printing and Photography (P&PD) handles all new Computer Output Microfilm (COM) projects. OIS, along with P&PD or other production elements, handle new source document projects. Deputy Director Operations (DDO) handles all their internal COM and source documents projects."

No comment.

c. "Audit the Program. (This isn't currently being done.)"

One program audit was conducted during the last year. [redacted] ran an audit of the Archives and Records Center. A copy of this audit report was provided to [redacted]. P&PD was not involved in this audit and were not aware that it had been done.

STAT

STAT

d. "Develop and maintain an inventory of applications and equipment. (OIS has an outdated equipment inventory. P&PD has an inventory of their applications.)"

(1) The requirement to maintain an equipment inventory is established by FPMR 101-11.5, Micrographics. The FPMR requires an inventory of production and reproduction equipment. We have attempted, in the past, to maintain an inventory of all micrographics equipment. The inventory is out of date. This results from several conditions. We have not devoted a lot of time to this effort. We can keep fairly good control over what is purchased as we must sign off on the requisitions. However, any office in the Agency can PTI equipment and we find it much more difficult to get copies of the PTI documents.

(2) Discussions have been held in ITB as to the need to maintain a central inventory, since each component maintains their own inventory of accountable equipment this could technically meet the FPMR requirement.

e. "Review and approve acquisition of micrographics equipment. (Currently being done by OIS.)"

No comment.

f. "Issue internal regulations and procedures for the program. (None in the last two years.)"

The new FPMR published in February 1979 was distributed to all members of the Agency Micrographics Users Group. This group was comprised of major micrographics users and producers. In addition the new records disposition handbook contains instructions relating to micrographics.

g. "Inspection of permanent microform. (Isn't currently being done.)"

(1) With the assistance of the Office of Security (OS), a collection of microfiche were selected and inspected per the guidelines of the FPMR. This test program resulted in the inspection of some 750 microfiche from the OS dossier collection. Laboratory time requirement to inspection and record data on the microfiche amounted to about 3 3/4 minutes per fiche or slightly less than six man days. With the total amount of microforms in the Agency running into the millions of pages this inspection program will require several man years of effort. We do not have this manpower.

(2) Another point to consider on the inspection programs is that the National Archives and Records Service (NARS) has recently let a contract for a pilot study of the inspection requirements within NARS, and as of now are not inspecting their own microforms.

(3) The final result of our inspection efforts was the decision to declare the Security records to have a 20 year rather than a permanent retention period. The total OS microfiche collection, of some 105,000 microfiche, was destroyed based on the new retention period.

h. "Provide systems analysis and cost effective analysis of proposal micrographics systems. (Not currently being done.)"

(1) We do a systems study of each proposed micrographics project. This includes an onsite review of the records collection as well as a review of the records control schedule to determine if the collection is a candidate for filming. We do not as a matter of course prepare a cost analysis for micrographics conversions.

(2) The DDO has in the past prepared cost data for some of the conversions they have undertaken.

i. "Provide training on micrographics systems/applications. (OIS conducts once a year training.)"

OIS has conducted 23 Introduction to Micrographics seminars over the last several years. In 1979, we had three seminars and 92 attendees. In 1980, we had one seminar and 28 attendees. In 1981, we had one seminar and 21 attendees, several of whom were from OIS offices. The response to the announcement of Introduction to Micrographics courses has declined as emphasis on the program declined, ✓

as a result of management decisions in the mid-to-late 1970's when the branch was reduced from five full-time to one full-time employee. With the formation of the OIS Career Sub-Group and the need to train many entry level employees, we expect training requirements to increase.

STAT g. "Interaction with other members of the Intelligence Community. [ ] will be asked to chair the Intelligence Information Handling Committee (IHC) Micrographics Working Group.) (Nothing is currently being done.)"

The micrographics working group of the Intelligence Handling Committee has been inactive since the retirement of the chairman, [ ] of Defense Intelligence Agency about December 1980 or January 1981, according to [ ] of the IHC. Recently, it was decided to reactivate this working group and a request for nominations for candidates for chairman were requested from member Agencies. [ ] was nominated and selected as the new chairman of the micrographics working group.

STAT

STAT

STAT

3. We feel that OIS should continue to manage the Agency Micrographics Program as part of it's overall responsibility for the Agency Records Management program.

4. There may be some possibility of P&PD assisting by taking over the total microform inspection activity, as they have the equipment and the personnel to perform the tests required. However, the selection of the materials to be inspected would probably have to remain with the office of record of the microform collection. Again it must be stated that the inspection program would be a massive undertaking and require additional resources.

5. Another area of the program where P&PD might be able to assist is in the maintenance of the equipment inventory. Additional study would be required to determine the feasibility of transferring either of these subparts of the micrographics program to P&PD.

STAT

Attachment:

FPMR Subpart 101-11.5,  
Micrographics

as a result of management decisions in the mid-to-late 1970's when the branch was reduced from five full-time to one full-time employee. With the formation of the OIS Career Sub-Group and the need to train many entry level employees, we expect training requirements to increase.

g. "Interaction with other members of the Intelligence Community. [redacted] will be asked to chair the Intelligence Information Handling Committee (IHC) Micrographics Working Group.) (Nothing is currently being done.)"

STAT

The micrographics working group of the Intelligence Handling Committee has been inactive since the retirement of the chairman [redacted] of Defense Intelligence Agency about December 1980 or January 1981, according to [redacted] of the IHC. Recently, it was decided to reactivate this working group and a request for nominations for candidates for chairman were requested from member Agencies. [redacted] was nominated and selected as the new chairman of the micrographics working group.

STAT

STAT

STAT

3. We feel that OIS should continue to manage the Agency Micrographics Program as part of it's overall responsibility for the Agency Records Management program.

4. There may be some possibility of P&PD assisting by taking over the total microform inspection activity, as they have the equipment and the personnel to perform the tests required. However, the selection of the materials to be inspected would probably have to remain with the office of record of the microform collection. Again it must be stated that the inspection program would be a massive undertaking and require additional resources.

5. Another area of the program where P&PD might be able to assist is in the maintenance of the equipment inventory. Additional study would be required to determine the feasibility of transferring either of these subparts of the micrographics program to P&PD.

STAT

Attachment:

FPMR Subpart 101-11.5,  
Micrographics

DDA/OIS/RMD/ITB/[redacted] (15 December 1981)

STAT

Distribution:

Original-Addressee

1-ITB Subject: Micrographics wo/att

1-ITB Chrono wo/att